

**MINORITY BUSINESS DEVELOPMENT AGENCY**  
**U.S. DEPARTMENT OF COMMERCE**  
**Tuesday, December 18, 2007**  
**1:00 P.M. E.S.T.**

**Minority Business Opportunity Center (MBOC) Program**  
**PREAPPLICATION CONFERENCE**

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<b>12:45 p.m. - 12:55 p.m.</b>	<b>Dial-in Begins for Teleconference Participants</b>	
12:55 p.m. – 1:00 p.m.	Roll Call	Efrain Gonzalez
1:00 p.m. – 1:10 p.m.	Overview of Teleconference Protocol <ul style="list-style-type: none"><li>• Protocol</li><li>• Purpose</li><li>• Notice of Competition Amendment</li></ul>	Efrain Gonzalez
1:10 p.m. – 1:15 p.m.	Welcome	Edith J. McCloud
1:15 p.m. – 1:30 p.m.	Program Background <ul style="list-style-type: none"><li>• MBDA Initiatives</li><li>• Eligibility</li><li>• Program Design &amp; Objectives</li><li>• Funding Priorities</li></ul>	Efrain Gonzalez
1:30 p.m. – 1:45 p.m.	Questions and Answers	
1:45 p.m. – 2:00 p.m.	Work Requirements <ul style="list-style-type: none"><li>• Geographic Service Area</li><li>• Establishment of Office</li><li>• Training</li><li>• Work Requirements</li></ul>	Efrain Gonzalez
2:00 p.m. – 2:10 p.m.	Questions and Answers	
2:10 p.m. – 2:20 p.m.	Computer Requirements <ul style="list-style-type: none"><li>• General Requirements</li><li>• Network Design</li><li>• Desktop Workstations</li><li>• Maintenance &amp; Security</li><li>• Website</li><li>• Time for Compliance</li><li>• Performance System</li><li>• Data Integrity</li><li>• Network Map</li></ul>	Yolanda Whitley
2:20 p.m. – 2:30 p.m.	Questions and Answers	
2:30 p.m. – 2:45 p.m.	Grants.Gov – Online Applications <ul style="list-style-type: none"><li>• Register</li><li>• Search for Grant Opportunity</li><li>• Download Package</li><li>• Work Offline</li><li>• Submit an Application</li></ul>	Gregg Coss
2:45 p.m. – 3:00 p.m.	Question and Answers	
3:00 p.m. – 3:15 p.m.	General Instructions & Required Documentation <ul style="list-style-type: none"><li>• Required Forms &amp; Key Points</li><li>• OMB Circulars</li></ul>	Michael Nelson
3:15 p.m. – 3:30 p.m.	Questions and Answers	

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3:30 p.m. - 3:45 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• Measures and Bonus Points</li><li>• Standards</li></ul>	
3:45 p.m. - 3:55 p.m.	Questions and Answers	
3:55 p.m. - 4:05 p.m.	Proposal	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• End in Mind</li><li>• Format</li><li>• Review and Selection process</li><li>• Sample budget documents</li></ul>	
4:05 p.m. - 4:20 p.m.	Questions and Answers	
4:20 p.m.	Close	

**MBDA Resource Team**

Edith J. McCloud, Associate Director for Management  
Efrain Gonzalez, Chief, Office of Business Development  
Jedd Vertman, Chief Counsel  
Yolanda Whitey, Chief Information Officer

**Department of Commerce Resource Team**

Michael Nelson, Chief, Grants Management Division, NOAA  
Greg Coss, Office of Acquisition Management

**Pre-Application Conference Taping**

MBDA shall make a record of all questions and answers taken during the Pre-Application Conference. This teleconference will be taped and will be accessible through January 11, 2008, 10:00 p.m., CST. To access the taping, please call 1-402-998-1608.

**Notice**

The pre-application conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.